

URBAN AND COMMUNITY
FORESTRY

GRANT INFORMATION

TENNESSEE DEPARTMENT OF AGRICULTURE
DIVISION OF FORESTRY
IN COOPERATION WITH
U.S.D.A. FOREST SERVICE

GENERAL INFORMATION

Introduction

The Urban and Community Forestry Grants are provided to Tennessee by the USDA Forest Service, as appropriated by the United States Congress, and administered by the Tennessee Department of Agriculture, Forestry Division's Urban & Community program.

Goals and Objectives

The goal of the Urban and Community Forestry Grant Assistance Program is to establish and build local urban and community forestry programs to a managing level. A community at the managing level is deemed to have in place all 4 of the following elements:

- A tree advisory or advocacy group in the community.
- A forester or certified arborist on staff or on retainer by the community.
- An tree ordinance in place.
- A plan to manage trees that is based on a tree inventory and assessment.

Eligible Grantees

Grants may be awarded to:

- cities and towns
- other local units of government
- approved non-profit organizations such as neighborhood associations, civic groups, and community volunteer tree groups
- educational institutions

Available Funds

Applicants may apply for grants up to the following limits. Grants will be divided into projects that meet the Division of Forestry priority and those that fall into non-priority status. What constitutes a priority project is explained in detail on pages 7 & 8.

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| • Staffing | up to \$40,000 |
| • Ordinances, advocacy/advisory groups, inventory/
management plans | up to \$20,000* |

Recommended maximum amount an individual grantee may apply for \$40,000*

*exceptional projects meeting priority objectives may be considered for additional funding

Grants for non-priority projects will be considered for funding after priority projects are reviewed. The limit for non-priority projects is \$20,000. Limits for tree planting are \$5,000 for cities and towns that are a Tree City USA, \$3,000 for other applicants.

These grant funds are for programs, projects, or activities NOT CURRENTLY BEING FUNDED, and are not intended to substitute for existing funds.

Cost Sharing Requirements (Match)

The urban and community forestry grants require a match equal to the grant (50-50 match). Costs are shared by Federal Government and the grantee. The Federal share of the project's financial support

may be up to 50 percent of the total cost. A grantee's share of such support may be in the form of cash, services, or in-kind contributions. Grantees shall not use other federal funds to match an urban forestry grant, nor use local funds or in-kind contributions to match more than one federal grant.

Do **NOT** over match on your application. You may overmatch if you are a successful applicant, but for the application, make the match equal the grant.

No meals or refreshments may be charged to the grant or used to match the grant. Meals associated with overnight travel are per diem and are allowed.

Applicants are encouraged to review Office of Management & Budget, OMB Circulars A102 and A110: Uniform Administrative Requirements for Grants for rules on match for grants.

Review

Proposals will be previewed by Urban Forestry Staff prior to review by a committee of the Tennessee Urban Forestry Council. Recommendations for grant awards will be made to the State Forester for final approval. Proposals will be rated on:

1. Meeting the defined priority area, i.e. the 4 program elements mentioned in Goals and Objectives on page 3
2. Application procedure and general project merit

Technical Assistance

Potential recipients are encouraged to seek assistance in developing their grant proposals. Sources of assistance include Division of Forestry personnel, arborists, nurserymen, horticulturists, consulting urban foresters, landscape architects and other specialists in related fields.

If the project is going to involve a specialist, please include a letter from him/her to prove they are aware of their commitment.

Reporting Requirements

Recipients will be responsible for maintaining adequate records that document allowable costs used to match the federal funds. Periodic progress reports are required, and a final project report will be required upon completion of the project. Recipients are subject to periodic and post- completion inspections, reviews, and audits by the Tennessee Department of Agriculture, Division of Forestry, the Tennessee Comptroller's Office, and the USDA Forest Service.

Reimbursement

Funds are reimbursed after completion of the project, not at the time a contract is signed and authorization to proceed is given. An interim payment may be made if the grantee can demonstrate a dire need for a partial reimbursement.

EXECUTIVE SUMMARY

URBAN & COMMUNITY FORESTRY STRATEGIC PLAN

The development of this plan was initiated by a survey questionnaire sent to a variety of groups that are considered stakeholders of the urban forestry program. A compilation of the responses led to the development of a summary of roles various agencies and organizations. The agencies and organizations with urban forestry roles identified were: USDA Forest Service, TN Dept of Agriculture, Forestry Division, local governments and local tree boards, Universities and Colleges, particularly the University of Tennessee Cooperative Extension Service, and the Tennessee Urban Forestry Council.

5 goals were formulated with corresponding objectives from the survey responses. The five goals are listed below.

Goal 1: Establish Urban & Community Forestry programs in communities in Tennessee and assist existing programs in becoming sustainable.

Goal 2: Increase awareness and understanding of the benefits, values, and management of urban forest resources.

Goal 3: Improve technical knowledge and skills of forestry division personnel and planners, managers and maintenance workers who affect urban forests and green spaces.

Goal 4: Improve the coordination and cooperation of people and organizations who influence urban forests

Goal 5: Implement a process for assessing urban forests in Tennessee

Modifications to the plan are currently under way to reflect the changes the USDA Forest Service has made to the program. The proposed plan will consist of the following 2 goals with corresponding prioritization of objectives.

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TIMETABLE

Notification to potential applicants will begin in late January 2006. Information packets will be mailed or emailed as soon as requests are received

Grant workshops will be held in February and March. See grant workshop schedule.

Grant proposals and applications will be due in the Tennessee Department of Agriculture Division of Forestry's Nashville Office by 4:30 p.m. on Friday, March 31, 2006.

Proposals will be reviewed by early May, and notification will be made to applicants by late May.

For successful applicants, contracts will be developed in June & July. Contract meetings may be required. Contracts should be signed and returned to the Forestry Division as soon as possible. Contracts will run from July 1, 2005 through September 30, 2006. Once the contracts are signed by the state, the state will send the grantee one signed copy along with a notice to proceed.

Periodic Progress reports are tentatively scheduled for December 2005 and May 2006. Forms will be mailed to successful applicants.

Contracts will expire September 30, 2006. Final reports and reimbursement requests should be submitted by November 30, 2006.

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PROJECT APPLICATION DETAILS

These grants are for urban and community forestry projects. The grants are to be used to help build a capacity to sustain a local program that can in turn support local tree planting, tree care and maintenance, and local educational efforts.

All grantees are expected to attend the State Urban Forestry Conference. Expenses for attending the conference may be included in the grant. The conference is usually held between mid October and early November. The 2006 conference is scheduled to be held in Nashville.

The Urban & Community Forestry Strategic Plan - 2003 - 2008 is available upon request from any of the urban forestry staff. This plan may serve as a reference to communities and groups applying for the urban and community forestry grants.

Grant Categories for 2006 are:

- Priority projects from cities and towns.
- Non-priority projects from all eligible applicants.

Priority projects are those from cities and towns that aim to meet one or more of the 4 elements of an urban and community forestry program. These elements are:

1. have active urban & community tree and **forest management plans** developed from professionally-based resource assessments/inventories
2. employ or retain through written agreement the services of **professional forestry staff**
3. adopted local/statewide **ordinance or policies** that focus on planting, protecting, and maintaining their urban and community trees and forests
4. have local **advocacy/advisory organizations**, such as, active tree boards, commissions, or non-profit organizations that are formalized or chartered to advise and/or advocate for the planting, protection, and maintenance of urban and community trees and forests.

Projects should outline specific objectives, describe steps to be taken, individuals involved, and other relevant pertinent information. If the project is to hire staff, the proposal should include a list of job duties the person would undertake, or a job description or both. If the project is to begin an inventory and developing a management plan, the proposal should describe the goal of the inventory/management plan and how the community would use the information. If the project is to pass a tree ordinance, the proposal should include the type of ordinance and the purpose for adopting the ordinance. If the proposal is to establish a tree advisory group, the proposal should describe how it will fit into the city's structure and what type of citizens would be tapped to serve on such board.

Non-priority projects include education and training workshops, conferences and seminars, tree planting, or other urban and community forestry related projects.

Education and training projects are intended to increase knowledge of trees and the importance of tree programs to the community, and to provide a basis for support for building the local urban or community forestry program.

Education and training may be directed at the local general public or at specific target audiences such as municipal departments, employees or volunteers such as tree board members. Videos, brochures, posters, displays, are examples of education and training projects that will be funded. Grants to attend conferences and workshops pertaining to trees and urban forestry may also be funded. The applicant should give an estimate of the number of people who will receive training or be reached with handouts, brochures or mailings, and the number of copies of brochures and bulletins to be printed.

Tree planting projects should include the following items:

- a description of how the Division of Forestry's tree planting guidelines will be followed
- a layout of the planting plan
- a list of the number, species and size of trees to be planted
- a 3 year maintenance plan that addresses watering, pruning, insect and disease inspection and control, fertilization, stake removal, mower and string trimmer protection, and mulching
- an actual bid for the trees that will be purchased, even if another bid is secured and used for the project..

All proposals should provide a description or overview of trees in the community and include what is known or what is not known about the local community forest.

All projects must provide an acknowledgment of the USDA Forest Service and the Tennessee Department of Agriculture, Division of Forestry as project partners providing funding for the project.

Acknowledgement may be accomplished by erecting a sign at a planting site, preparing a news release regarding a hiring, or statements in program brochures, literature, etc. announcing the source of the project funding, or other appropriate method.

All projects must provide a letter from any person who is expected to assist in completing the project. This letter acknowledges that the individual has been contacted and is aware of his/her anticipated participation in the project.

Why the emphasis on meeting the 4 elements of an urban and community forestry program?

Urban and Community Forestry funding is now based on the populations of communities meeting the 4 elements of Staffing, Advocacy/Advisory organization, Ordinances in place, and a Tree inventory/Management plan. Communities are classified by the number of elements they have in place. Those classifications are:

Managing Programs have all four elements in place.

Developing Programs have between one and three of the 4 elements described above in place.

Initiating Tree Programs have none of the 4 elements described above in place.

(For a list of cities & towns and their current status of meeting the 4 elements of an urban and community forestry program, go to the TN Department of Agriculture, Division of Forestry's web page at: <http://www.state.tn.us/agriculture/forestry/urbanforestry/index.html> or contact one of the urban forestry staff personnel.)

The more cities that are classified as Managing and Developing, the more grant funds Tennessee will get in future years (assuming overall funding isn't cut). Likewise, the more elements our larger cities have in place, the more funding Tennessee will get to pass along to all its cities.

This is the reason for establishing the priorities. The Division still anticipates funding some tree planting and educational projects as in previous years. Counties, Non-profit organizations, and Universities will still have a chance at funding because the Division does not anticipate all the money being applied for by cities aiming for their 4 elements. But by emphasizing our cities and their efforts to meet the 4 program elements, Tennessee will be better off in the future.

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APPLICATION - FY 2005

This information packet is posted on our web for instructional purposes. For an ecopy with application that can be filled out contact the urban forestry staff.

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|------------------|--------------|---------------------------|
| • Bruce Webster, | 615-837-5436 | Bruce.Webster@state.tn.us |
| • Brian Rucker | 615-837-5439 | Brian.Rucker@state.tn.us |
| • Tom Simpson, | 865-908-4434 | Tom.Simpson@state.tn.us |

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FORMAT FOR PROPOSALS

A complete proposal will include the following, in the order listed.

- A. Completed application.
- B. Grant History. Briefly in a half page or less describe your history of participation in the urban and community forestry grants program.
- C. Completed project summary form. Be specific. Use actual numbers.
- D. The project narrative, 2 pages maximum.
- E. A completed budget page. Match does not have to equal grant in each line, but the match must equal the grant in the total.
- F. A description of the dollar amounts on the budget page. Brief bullet statements are recommended. Basically explain how you will spend the grant and how you will meet match. One page maximum. Example: If you have \$5,000 in the grant column for professional fees, show how it would be used. If it is going for two items, list both. (\$4,000 for consultant to do an inventory of trees, \$1,000 for consultant to develop a tree ordinance.)
- G. Include all supplemental material such as pictures, letters, maps, samples of material, etc. Too much supplemental material detracts from your proposal. More than 10 pages could hurt your rating.
- H. Sign and date the Certifications and Assurances. Do not attach to the proposal. **Send in one copy only.** The certifications and assurances are federal forms that must be signed by the grantee. They

cover drug free workplace, debarment, lobbying, and compliance with non-construction programs.

Submit an original and 5 copies (total 6 sets) of the proposal. The original must be clearly marked.

Final Note: Don't try to do too much. Two or 3 things done well is better than attempting 20 things. Attempting to do too much will hurt a proposal during the evaluation process.

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APPLICATION CHECKLIST

The components of a proposal must be arranged in the order shown under Format for Proposals.

- _____1. Application Form
- _____2. Project Summary Form
- _____3. Narrative
- _____4. Budget Page
- _____5. Budget Description
- _____5. Supplemental materials (Recommended Max. 10 pages)
- _____7. An original proposal, clearly marked, and 5 copies (6 sets total)
- _____8. Signed and Dated Certifications and Assurances (one set only)
- _____9. Send proposals to:

Delivery address:

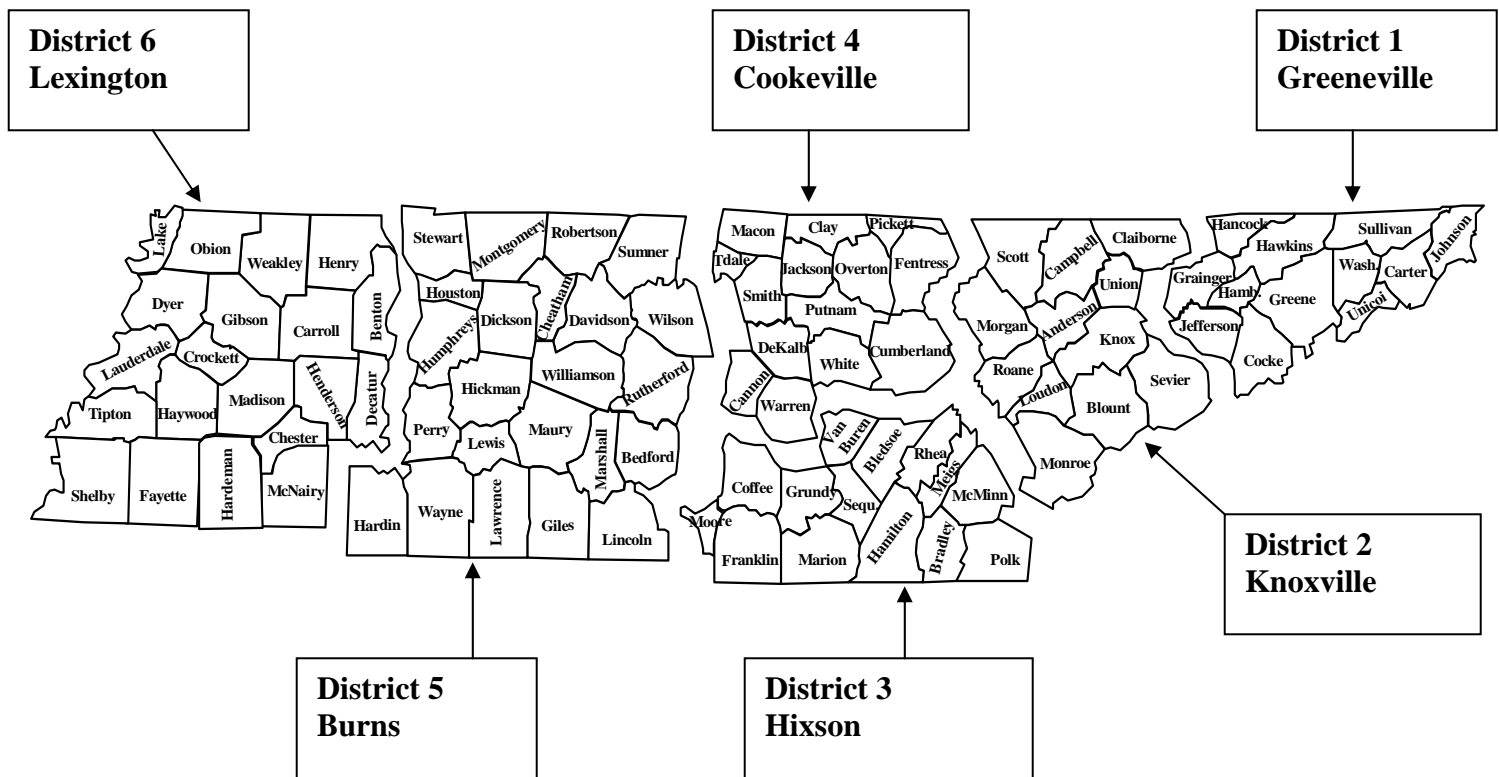
Bruce Webster
TN Dept. of Agriculture, Division of Forestry
Bruer Bldg.
Ellington Agriculture Center
440 Hogan Road
Nashville, TN 37220

Mail address:

Bruce Webster
TN Dept. of Agriculture, Division of Forestry
P. O. Box 40627
Nashville, TN 37204

- 10. Proposals must be RECEIVED in the Tennessee Department of Agriculture, Division of Forestry's Nashville office by 4:30 p.m. on Friday, March 31, 2006. Faxed or emailed materials will NOT be accepted.

Tennessee Department of Agriculture, Division of Forestry
District Offices



District 1
 Greeneville Office
 P.O. Box 731
 Greeneville, TN 37744
 (423) 636-8805

District 2
 Knoxville Office
 P.O. Box 2666
 Knoxville, TN 37901-2666
 (865) 594-6432

District 3
 Hixson Office
 P.O. Box 160
 Hixson, TN 37343
 (423) 634-3091

District 4
 Cookeville Office
 390 South Lowe, Suite 10
 Cookeville, TN 38501-4702
 (931) 526-2279

District 5
 Burns Office
 3497 Church Street
 Burns, TN 37029
 (615) 797-3117

District 6
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 P.O. Box 438
 Lexington, TN 38351
 (731) 968-6676